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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Approvals Concerning Acquisition of ADP
Equipment and Services

1. Restraints on available resources and the need to centralize Agency consideration of plans to acquire significant ADP equipment and services require that such plans be forwarded to me for approval even if such acquisitions have already been budgeted.

2. The following criteria are to be applied in determining those ADP acquisitions which require my approval before funds are committed:

a. Any computer, whether used as a stand-alone processor or as an integral element of some larger, computer-controlled system. (Small desk calculators, whether or not of electronic design, are excluded.)

b. Any upgrading of a computer (e.g., additional core, I/O devices, etc.) which results in a net increase in cost of over \$4,000 per month in rental or \$150,000 for purchase.

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- c. Any contract to acquire software or other ADP services costing over \$50,000.
3. I urge all organization planning system changes of the sort envisaged in paragraph 2 to make the greatest possible use of technical skills and experience already available in OCS and elsewhere in the Agency through consultation and collaboration early in the planning process.
4. In cases requiring my consideration, answers to the following questions will normally be needed:
 - a. What is the proposed acquisition and what needs and objectives are served by it?
 - b. Explicitly, what benefits are expected to stem from this acquisition?
 - c. What is the cost of the proposed acquisition? What costs (and savings) can be anticipated for future years as a result of this acquisition?
 - d. What alternatives are available and why is the recommended action preferred?
 - e. Does the proposed system change have consequences which will be of interest to or affect other components? If so, has the proposal been coordinated with the components concerned?

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f. Is the acquisition contained in your program plan and budget? (If not, explain proposed manner of budgeting.)

5. Requests for approval covering the above information, together with any additional information deemed relevant, should be addressed to the Executive Director-Comptroller. I will look to the Information Processing Board to study such approval requests and provide me with comments for my consideration.

LKW
ExDir

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*discussed at
IP Board meeting
4/9/70 with changes
as noted. Clean
draft to be circulated
before Col. White will
be asked to sign.*

*RAW
4/9/70*

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Sharon

*Please make a
copy of this and
send it to Mr.
[REDACTED] Chief AC/SCD
806 Ames Bldg.
with a note -
May I have your
comments, please.*

Sent

4/6/71

"No problems." [REDACTED] [REDACTED]

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	IPC/DDS	3 Apr 70	
2			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
We have revised the attached in light of the Board's discussion. If this meets with your approval we might try to get moving on it even before the next Board meeting. Your views please.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/IPS			3 Apr 70
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